

TABLE OF CONTENTS

Part	Page#
I. PUBLIC NOTICE	2
II. INSTRUCTIONS TO RESPONDENTS.....	3
General	3
Arizona Registration.....	3
Content of Statement	3
Pre-Proposal Conference.....	3
Delivery of Statements	3
Interviews	3
Evaluation Criteria and Basis for Award	4
Form and Execution of Contract	4
Delivery of Materials.....	4
Interpretation of SOQ.....	4
Examination of Existing Facilities.....	4
Non-Disclosure of Data, Regulations and Obligations.....	4
III. STATEMENT OF QUALIFICATIONS ORGANIZATION and FORMAT	5
Section 1 - Qualifications/Expertise of Firms on the Team.....	5
Section 2 - Qualifications of Proposed Project Manager	6
Section 3 - Project Approach and Creativity	6
Section 4 - Capability to meet Schedule Commitments.....	6
Section 5 - Ability to Manage An Overpass Study	6
Section 6 - Project Delivery System.....	7
Evaluation Criteria Summary	7
ATTACHMENT A - Scope of Work.....	8
ATTACHMENT B - City of Flagstaff Insurance requirements	16

I. PUBLIC NOTICE

**City of Flagstaff – Capital Improvements Program
NOTICE of REQUEST for STATEMENT of QUALIFICATIONS (RSOQ)
Fourth Street Corridor Study – North – Project No. #XX-XXXX**

The Beautification and General Administration Department for and on behalf of, the City of Flagstaff, is seeking Statements of Qualifications (SOQ's) from Arizona licensed Design or Engineering Professionals for Professional Services to prepare:

A Study for: The study area generally includes the Fourth Street Corridor from Route 66 to Cedar Avenue and will include the Cedar Avenue intersection and some area outside of the existing right-of-way for the purpose of studying potential right-of-way expansion and property access issues.

SCHEDULE OF STATEMENT DEADLINES

Advertise for Services: _____ x & _____ x, 2009

Pre-Statement Meeting: _____ xx:xx a.m. MST _____ xx, 2009
City Hall – Council Conference Room
211 W. Aspen Avenue
Flagstaff, AZ 86001

Statements Due: _____ 3:00 p.m. MST _____ .2009

Consultant Interviews (if necessary) _____ Week of _____ , 2009

Anticipated Award of Professional Services Contract: _____ , 2009

Sealed Statements may be **mailed** to: City of Flagstaff Purchasing Department, Attn: Rick Compau, Purchasing Director, 211 West Aspen Avenue, Flagstaff AZ. 86001, or may be **hand delivered** to: City of Flagstaff Purchasing Department, Attn: Rick Compau, Purchasing Director, 211 West Aspen Avenue, Flagstaff AZ., with the understanding that materials must be in hand by 3:00 p.m. MST February 2, 2009. All Statements must be labeled with RSOQ Number and Title. **Statements received after that time and date will be considered non-responsive and will be returned unopened.**

Additional information and/or Request for Statement of Qualifications packages may be obtained at the office of City of Flagstaff Capital Improvements Program, 100 W. Birch Avenue, Flagstaff, AZ 86001, or by e-mailing a request to: Karl Eberhard, Urban Design Planner & Project Manager, ubndsnr@ci.flagstaff.az.us.

The City of Flagstaff reserves the right to reject any or all Statements, to waive or decline to waive irregularities in any Statement, or to withhold the award for any reason it may determine.

CITY OF FLAGSTAFF

Ms. Stacey Button, Economic Vitality Director

Published: _____ & _____ , 2009

II. INSTRUCTIONS TO RESPONDENTS

GENERAL

All Statements should follow the format and sequence described in the paragraphs below; this will allow a standard basis for evaluation by a designated Evaluation Committee. Failure to follow the instructions regarding format may result in rejection of the Statement.

For the purposes of this request for SOQ's, the City of Flagstaff is hereinafter referred to as 'the City'.

ARIZONA REGISTRATION

Statements will only be considered from firms with a responsible party who is duly registered in the State of Arizona with the State Board of Technical Registration.

CONTENT OF STATEMENT

The Statement should display clearly and accurately the experience, knowledge, and capability of the respondent to meet the requirements of this SOQ. Seven (7) copies of the Statement are required.

The Statement should be fully self-contained, without addenda, and should follow the format outlined in Part III of this SOQ. Presentations within the Statement should reflect consideration for the specific evaluation criteria included at the conclusion of Part III of this SOQ.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be scheduled for Thursday, February 19, 2009 at 10:00 A.M. MST in City Hall – Council Conference Room located at 211 W. Aspen Avenue in Flagstaff. The purpose of the conference is to afford interested firms the opportunity of inquiring as to the specifics of this on-call contract. Appropriate representatives from the City of Flagstaff will be present. Attendance is not mandatory, however no minutes will be published.

DELIVERY OF STATEMENTS

Sealed Statements may be **mailed** to: City of Flagstaff Purchasing Department, Attn: Rick Compau, Purchasing Director, 211 West Aspen Avenue, Flagstaff AZ. 86001, or may be **hand delivered** to: City of Flagstaff Purchasing Department, Attn: Rick Compau, Purchasing Director, 211 West Aspen Avenue, Flagstaff AZ., with the understanding that materials must be in hand by 3:00 p.m. MST February 2, 2009. All Statements must be labeled with RSOQ Number and Title. **Statements received after that time and date will be considered non-responsive and will be returned unopened.**

No electronically transmitted Statements or electronically transmitted modifications of Statements will be considered. Statements received after the designated submittal deadline will be considered non-responsive and will be returned unopened.

INTERVIEWS

Respondents may be requested to participate in one interview with the Evaluation Committee. A maximum of three firms may be selected for interviews.

Interviews, if conducted, will be for a maximum of 60 minutes as follows:

10-20 minutes: Respondent shall embellish the Statement information for the Evaluation Committee.

10-40 minutes: Evaluation Committee question and answer time.

EVALUATION CRITERIA and BASIS FOR AWARD

The Evaluation Committee as established by the City will determine a recommendation for award. The qualifying criteria included in Part III will be used as the basis of this recommendation. The City will then negotiate with the selected firm for fee compensation that is determined to be fair and reasonable based on final agreed upon scope. Award of contract will be contingent upon mutually agreeable fee/scope of services negotiations.

FORM AND EXECUTION OF CONTRACT

It is anticipated that the City and the selected firm will enter into a contract for services the week of May 18, 2009. The contract form for services will be the City of Flagstaff's standard form of **Agreement for Consultant Services**. Copies of this agreement are available for review upon request. Requests may be submitted to the Project Manager as identified in the Public Notice.

DELIVERY OF MATERIALS

The firm to which the City awards a contract shall, within 10 days after receipt of Notice of Award, sign and deliver signed copies of the contract as well as certificates evidencing the required insurance coverage's. Minimum insurance coverage's shall be as specified in Attachment B. All policies of insurance shall be reviewed and approved by the City before the successful respondent may proceed with the services.

INTERPRETATION OF REQUESTS FOR SOQ BEFORE STATEMENT SUBMISSION

Respondents who desire further clarification of the Project scope, conditions or requirements may attend the Pre-Statement Meeting, scheduled as shown in the Public Notice, with the City's designated Project Manager. Requests for individual meetings prior to the statement due date will not be granted.

EXAMINATION OF EXISTING FACILITIES

Each respondent is fully responsible for, or accepts the consequences of waiving the responsibility for, visiting the City and becoming familiar with existing conditions and limitations under which the contracted services are to be performed, prior to submitting a Statement.

NON-DISCLOSURE OF DATA , REGULATIONS and OBLIGATIONS

Statements in response to this SOQ may contain data that the respondent does not wish to have disclosed for any purpose other than evaluation of the Statement. If so, the respondent must clearly identify those pages of the Statement that are to be restricted. The City assumes no liability for disclosure or use of unmarked data. Unless identified, information submitted in response to this Request for SOQ may be disclosed pursuant to the Freedom of Information Act and applicable Arizona Revised Statutes.

Should this SOQ result in a contract, the terms, clauses, and conditions required by City of Flagstaff procurement regulations shall apply to the contract.

This Request for SOQ does not obligate the City to pay any costs incurred in the preparation and/or submission of any Statements or any subsequent presentations or interviews, nor to enter into a contract with any of the Respondents.

III. STATEMENT ORGANIZATION and FORMAT

The Evaluation Committee will evaluate firms submitting responses to this request for SOQ's based on the information provided in the Statements of Qualifications (SOQ) and interviews as necessary. To allow for a standard basis of evaluation, all SOQ's are requested to follow a similar format. SOQ's shall not exceed twenty (20) pages **total** in length excluding title and front and back cover pages. Total allowable pages shall be single-sided 8 1/2" x 11" with the exception that up to three pages may consist of 11" x 17" fold-outs. SOQ's should be organized with sections/dividers as follows:

Cover:

The cover should contain the following relevant data as a minimum:

- Statement indicating response to: SOQ for Fourth Street Corridor Study - North
- Project # xx-xxxx
- Submittal date
- company name (and logo if desired)
- other information/graphics as desired

Title Page:

Include Firm's name, address, e-mail/website address(es), phone and FAX numbers and name(s) of principals.

Executive Summary:

Address issues of experience, number of office personnel by discipline, ability and commitment to respond completely to the project scope, ability to keep design on schedule and within budget and local availability of resources.

SECTION 1.) General

Minimum 0 points – Maximum 30 points

- A. Demonstrated Understanding of the Project
- B. Comprehensively Addressed Each of the Evaluation Criteria
- C. Demonstrated Communication Skills

SECTION 2 Stakeholder Involvement and Public Outreach Strategy

Minimum 0 points – Maximum 30 points

- A. Include the following items:
 - Proposed Method(s) of Outreach
 - Ability to Provide On-site Involvement / Outreach
 - Strategy to Achieve Consensus

SECTION 3.) Proposed Team

Minimum 0 points – Maximum 30 points

- A. Include the following items:
 - Team Selection, Leadership, and Management
 - Firm and Personnel Experience - (Qualifications, Similar Projects, and References)
 - Capacity - (Work Load, Schedule, and Potential Conflicts of Interest)

SECTION 4.) Contracting and Scheduling

Minimum 0 points – Maximum 10 points

A. Include the following items:

- Proposed Method to Establish Contract Amount
- Comparable Project Costs
- Project Schedule

EVALUATION CRITERIA

Responses from respondents will be ranked based on points as detailed below

Section as described above:

Maximum Points Available:

1. General	30
2. Stakeholder Involvement and Public Outreach Strategy	30
3. Proposed Team	30
4. Contracting and Scheduling	10

Total Maximum Achievable Points: 100

Attachment A

Scope of Work

SCOPE OF WORK

FOURTH STREET CORRIDOR STUDY – NORTH

RSOQ # 29050

SUMMARY

The work of this study includes, but is not limited to:

1. Traffic Study – Access Management, Capacity, Intersection Design, Turning Movements, Street Lighting, and Vehicular Speeds.
2. Pedestrian Safety – Amenities, Crossings, Facilities, and Lighting.
3. Multi-modal Transportation Facilities – Bicycle and Transit Facilities
4. Beautification – Enhanced Paving, Furniture, Landscaping (Medians and Parkways), Public Art, Signage, and Visioning.
5. Redevelopment – Limited to assumed development patterns, but as necessary for the above work.

INTRODUCTION

The study area generally includes the Fourth Street Corridor from Route 66 to Cedar Avenue per the attached map. The study area will include the Cedar Avenue intersection and some area outside of the existing right-of-way for the purpose of studying potential right-of-way expansion and property access issues.

Fourth Street, within the study area, predates annexation of the area into the City of Flagstaff in 1959. The City's general plan of that year, known as the Metropolitan Plan, shows Fourth Street as an arterial route, crossing the railroad tracks, having an interchange at the then un-built interstate I-40, and connecting to the also un-built interstate I-17 via arterial routes south of and parallel to I-40. That general configuration, less the interchange, remains today as a part of the City's Regional Land Use and Transportation Plan.

In the early 1970s, Fourth Street and the surrounding areas were "the shopping area" of Flagstaff. Since that time, development of the community has included the redevelopment and revitalization of downtown, the construction and expansion of the Flagstaff Mall, and other significant expanding growth areas. Fourth Street no longer serves the same function and various studies and efforts have been initiated to revitalize the corridor.

In 2006, an above grade crossing was completed over the railroad tracks, connecting Fourth Street to Butler Avenue, making a significant arterial connection within the regional transportation system. As expected, this has increased traffic volumes and encouraged several new business ventures. However, earlier concerns of economic development and the need of associated community development, along with the impacts of the new arterial connection, have led to the current study effort.

STUDY ELEMENTS

The study is intended to address community concerns about the corridor such as traffic issues, pedestrian safety, urban design and beautification, and redevelopment (as it relates to the public realm). With this broad understanding, the Consultant will be expected to conduct public meetings to gather a better understanding of community concerns which may include additional issues. Through internal and external scoping meetings, the following issues have already been identified:

The corridor was already not pedestrian friendly, and as a result of the construction of the Fourth Street Bridge, vehicle speeds have worsened the situation. In general, to enhance the pedestrian experience, study of potential traffic calming measures, vehicle turning movements, property accesses, access management (medians), intersections, street crossings, and sight lines are expected. The through traffic between Sixth and Seventh Avenues, offset by Fourth Street, and the associated turning movements are a notable issue. Bicycle and bus facilities need to be studied as well to provide a true multi-modal transportation corridor.

In addition, the stakeholders are interested in improving the planning and aesthetics of the corridor. While extensive study of the planning of the adjacent private properties is not expected, anticipation of their

redevelopment should be included. Public landscaping including any medians and parkways, as well as street lighting, street furniture, and other streetscape features are a part of the study. Such features might include public signage and public art.

The stakeholders expect that the study will start with a broad community discussion of the desired “design theme” for the corridor. Lead by the Consultant, review of prior planning documents, public meetings, charrettes, and other methods shall be used to determine consensus (or the inability to achieve consensus). The response to this RSOQ shall specify in some detail the method(s) proposed by the Consultant to seek consensus.

For any solution recommended, the Consultant shall prepare and provide concept drawings and cost estimates, including acquisition and all other costs that can reasonably be anticipated, such that the estimates can be relied upon as the basis of financial planning.

PLANNING ENVIRONMENT

In 2001, a study known as the East Flagstaff Strategic Plan for Economic Community Development was prepared. This is a visioning document for the economic development of the neighborhood, addressing such topics as community values, analysis of the area’s economic factors, identification of stakeholders, and an economic action plan. In 2006, a study known as the Sunnyside Neighborhood Association Revitalization Strategy was prepared. Though not adopted, this study includes results of an extensive neighborhood survey and addresses various components of neighborhood appearance including safety and security, housing, infrastructure, social services, education, workforce development, and economic development. Both serve as a foundation for the current effort.

The policies of the Flagstaff Area Regional Land Use and Transportation Plan seek Traditional Neighborhood Development. The Land Development Code includes site and building design guidelines that reflect such planning concepts for all projects. Therefore, redevelopment along the Fourth Street Corridor shall be anticipated to occur in conformance with such principles in general and specifically with these documents.

The Flagstaff MPO is currently updating the Regional Transportation Plan which will assist with the broader transportation context. The City is currently revising the Land Standards for Right-of-ways and expects them to be adopted by the time the Consultant is engaged. These standards, in draft form or adopted, shall be used for planning within the study. As well, the City of Flagstaff is a Dark Skies community and expects proposed solutions to comply with the Dark Skies Ordinance. Fire Department access needs, and snow removal needs, are also important design considerations.

This study has been specifically coordinated with another study known as the Fourth Street Corridor Study – South. That study is primarily a traffic study and includes no redevelopment, planning, urban design, or beautification component. However, it is expected that the traffic information from each study relates to the other and the Consultants of each are expected to cooperate fully with the other Consultant. This will include the sharing of any information and documents, but may also include common public meetings and presentations.

STAKEHOLDER INVOLVEMENT / PUBLIC INPUT

In addition to business and property owners, customers and other visitors, the stakeholders include representative groups such as the Sunnyside Neighborhood Association, the Fourth Street Business Alliance, and the Chamber of Commerce. Interested groups may include nearby neighborhoods, workforce housing providers, other developers, school Site Councils, and churches. Specifically identified stakeholder agencies are the various agencies of the City of Flagstaff, the Flagstaff Metropolitan Planning Organization, Coconino County, North Country Health, Coconino Community College, Flagstaff Unified School District, and the Northern Arizona Intergovernmental Public Transportation Authority.

The City of Flagstaff is committed to early, often, and open communications with the stakeholders and the public. The response to this RSOQ shall specify in some detail the method(s) proposed by the Consultant to involve the stakeholders and the public in the process.

SINGLE POINT OF CONTACT

The Project Manager will serve as the single point of contact for the Consultant serving to coordinate activities between the Consultant, stakeholders, and the various agencies. The City of Flagstaff has selected Karl Eberhard, City Architect, as the Project Manager.

AGENCY REVIEW and STUDY ACCEPTANCE

In addition to public outreach, stakeholder involvement, and regular working relationship with the City of Flagstaff Project Manager, the Consultant will be expected to make at least three presentations to the City of Flagstaff City Council during the course of developing the study. At the conclusion of the community discussion regarding the design theme, the Consultant shall present the results for final or additional direction. At the time of an early draft of the study, the Consultant shall make an in-progress presentation and receive their comments. The final study shall be formally presented to the City Council.

At the time of the second City Council presentation, the Consultant shall submit the study to the Development Review Board. This will allow each City Department to formally review and comment on the plan.

DELIVERABLES

The Consultant will prepare conceptual solutions and professional presentation materials as necessary to communicate such solutions to the stakeholders and the City Council. Conceptual solutions may include graphics and text and must address physical and financial concepts. The final study shall be in book form, including all graphic materials, plus board mounted larger scale graphic materials. Presentations by the Consultant shall be included as necessary to satisfy the Stakeholder Involvement / Public Input process designed by the Consultant as well as the Agency Review and Study Acceptance requirements.

TEAM

The work of this study is expected to include work in the fields of urban design, landscape architecture, civil engineering, and traffic engineering. Others may be appropriate. The response to this RSOQ shall identify the team of professionals proposed, both by type and by name. Identification of the team leadership and working relationships is required.

ATTACHMENT B

INSURANCE REQUIREMENTS

INSURANCE

1. General Provisions. The Provider and its Subcontractors, at Provider's and Subcontractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of A-, 7, or approved by the City and licensed in the State of Arizona with policies and forms satisfactory to the City.

1.1 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at sole discretion of the City, constitute a material breach of this Agreement.

1.2 The Provider's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.

1.3 Provider shall not fail to comply with the claim reporting provisions of the insurance policies or cause a breach of any insurance policy warranty, which would affect coverage afforded under insurance policies to protect the City.

1.4 The insurance policies, except Worker's Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Provider's negligent acts, errors, mistakes, omissions, work or service.

1.5 The insurance policies may provide coverage, which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Provider shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Provider to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

1.6 The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The City shall not be obligated, however, to review same or to advise Provider of any deficiencies in such policies and endorsements, and such receipt shall not relieve Provider from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Provider's obligations under this Contract.

1.7 The insurance policies, except Worker's Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insured.

2. Required Coverage: Commercial General Liability

2.1 Provider shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The Policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage. Coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof.

2.2 Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision, which would serve to limit third party action over claims.

2.3 The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Office, Inc.'s Additional Insured, Form B, CG 20101185, and shall include coverage for Provider's operations and products and completed operations.

3. Required Coverage: Automobile Liability. Provider shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Provider's any owned, hired, and non-owned vehicles assigned to or used in performance of the Provider's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00011293, or any replacements thereof).

4. Worker's Compensation. The Provider shall carry Worker's Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Provider's employees engaged in the performance of the work or services; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

4.1 In case any work is subcontracted, the Provider will require the Subcontractor to provide Worker's Compensation and Employer's Liability to at least the same extent as required of the Provider.

5. Professional Liability. The Provider retained by the City to provide the work or service required by this Contract will maintain Professional Liability insurance covering negligent acts, errors, mistakes and omissions arising out of the work or services performed by the Provider, or any person employed by the Provider, with a limit of not less than \$1,000,000 each claim.

6. Certificates of Insurance. Prior to commencing work or services under this Contract, Provider shall furnish the City with Certificates of Insurance, or formal endorsements as required by the Contract, issued by Provider's insurer(s), as evidence that policies providing the required coverage's, conditions and limits required by this Contract are in full force and effect.

6.1 In the event any insurance policy(ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Provider's work or services and as evidenced by annual Certificates of Insurance.

6.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

6.3 All Certificates of Insurance shall be identified with project number and project name. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate project number and project name.

7. Cancellation and Expiration Notice. The insurance required shall not expire, be cancelled, or materially changed without thirty (30) days' written notice to the City.

*** * * END of RSOQ * * ***